

# MEMORANDUM

Date: \_\_\_\_\_

From: \_\_\_\_\_

To: Dining Facility, Store Front Manager

Subj: REQUEST FOR BOX LUNCH RATIONS

Ref: (a) NAVSUP P-486, Volume 1, Paragraph 2601

Encl: (1) Meal Signature Record (NAVSUP Form 1291) (if applicable)

1. As per reference (a), Commanding Officers will ensure that only personnel entitled to Rations-In-Kind receive food at government expense from the general mess. Enlisted personnel receiving COMRATS or BAS, Ranks of E7 – E9 and Officers will pay the published sale of meal rates as published in the quarterly NAVSUPNOTE 7730 and by the latest NAVSUP message. ***Request for box lunch/meals-to-go rations must be submitted no less than THREE WORKING DAYS prior to the pick-up date to allow for proper thawing and preparation of products.***

2. Date of box lunch pick-up: \_\_\_\_\_. Time of pick-up of rations: \_\_\_\_\_.

3. Requesting commands/departments point-of-contact (POC) for the payment of and the pick-up of rations:

Rate/Rank: \_\_\_\_\_. Name: \_\_\_\_\_. Phone: \_\_\_\_\_.

4. The breakdown of personnel requesting box lunches/meals-to-go (use enclosure (1) if applicable):

(A) Category of Personnel	(B) Number of personnel receiving meals	(C) Sale of Meal Rate charge	(D) Surcharge	(E) Total Meal Cost	(F) Total Cost
Rations-In-Kind (Chow Pass) (list names on NAVSUP 1291)		NONE	NONE	NONE	NONE
Enlisted personnel on COMRATS or BAS, Rank of E7 - E9 and Officers		\$2.70	\$ 0.55	\$3.25	(B x E = F)
Grand Total					

5. Total rations requested (total of (B)): \_\_\_\_\_. Total cash due is (total of (F)): \$\_\_\_\_\_.

6. I certify the controls required by reference (a) and paragraph 1. will be strictly followed ensuring that only authorized personnel entitled to Rations-In-Kind receive meals at government expense from the general mess. Note, both the NAVSUP Form 1291 and the total cash due for the sale of meals (published quarterly) must be turned in to the Store Front Manager or their representative with this memorandum.

7. Sanitation. All food should be considered potentially hazardous. The majority of foodborne illnesses can be traced to one or more of the following: food that has been prepared too far in advance of serving; disregard of time and temperature factors; poor refrigeration; lack of adherence to personal hygiene standards. The growth of microorganisms can be prevented or retarded through proper time and temperature control. The rule of thumb in food service is the 4 hour rule, which states that the maximum amount of time potentially hazardous food may be held (left out of refrigeration or heat) with an internal temperature between 41\* and 140\* is 4 hours. Beyond the 4 hour time limit, pathogenic bacteria are capable of producing sufficient number of microorganisms to cause illness.

\_\_\_\_\_  
Signature of command/department requesting official  
(Rank of E7 or above)

Approved / disapproved by Store Front Manager:	
NAVSUP 1291 for RIK's and CASH for the sale of meals received by:	
Command/department POC certifies that all box	

lunches/meals-to-go requested was received by:	
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